

AGENDA
INTERCITY TRANSIT AUTHORITY
July 18, 2018
5:30 P.M.

CALL TO ORDER

- 1) **APPROVAL OF AGENDA** **1 min.**

- 2) **INTRODUCTIONS** **10 min.**
 - A. **Introduce Mark Quamme, Dial-A-Lift Dispatch Specialist** (*Kevin Karkoski*)
 - B. **Introduce Emily Bergkamp, Operations Director** (*Ann Freeman-Manzanares*)
 - C. **Introduce Paul Koleber, Maintenance Director** (*Ann Freeman-Manzanares*)

- 3) **PUBLIC COMMENT** **10 min.**

Public Comment Note: This is the place on the agenda where the public is invited to address the Authority on any issue. The person speaking is asked to sign-in on the General Public Comment Form for submittal to the Clerk of the Board. Please include your first and last name, a mailing address or a phone number (in the event we need to contact you). When your name is called, step up to the podium and give your name for the audio record. If you are unable to utilize the podium, you will be provided a microphone at your seat. Citizens testifying are asked to limit testimony to three minutes.

The Authority will not typically respond to your comments this same evening; however, they may ask some clarifying questions.

- 4) **CONSENT AGENDA**
 - A. **Surplus Property:** Declare the property listed on Exhibit A as surplus to our needs. (*Katie Cunningham*)

- 5) **COMMITTEE REPORTS**
 - A. **Community Advisory Committee (July 16)** (*Ursula Euler*) **3 min.**

- 6) **NEW BUSINESS**
 - A. **Review Annual Update and Schedule a Public Hearing on the 2018-2023 TDP** (*Rob LaFontaine*) **10 min.**
 - B. **September Service Change Adopt Final Recommendations** (*Rob LaFontaine*) **10 min.**
 - C. **Discuss Potential Measure Language** (*Ann Freeman-Manzanares*) **45 min.**

- 7) **GENERAL MANAGER'S REPORT** **10 min.**

- 8) **AUTHORITY ISSUES** **10 min.**

- 9) **ADJOURNMENT**

Intercity Transit ensures no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin consistent with requirements of Title VI of the Civil Rights Act of 1964 and Federal Transit Administration guidance in Circular 4702.1B.

For questions, or to file a complaint, contact Intercity Transit customer service at 360-786-1881 or by email to TitleVI@intercitytransit.com.

If you need special accommodations to participate in this meeting, please call us at (360) 786-8585 three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial (360) 786-8585.

Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Routes 62A, 62B (on Martin Way), and 66 (on Pacific Avenue).

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 4-A
MEETING DATE: July 18, 2018

FOR: Intercity Transit Authority
FROM: Katie Cunningham, 705-5837
SUBJECT: Surplus Property

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- 1) **The Issue:** Whether or not to declare property as surplus.
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- 2) **Recommended Action:** Declare the property listed on Exhibit A as surplus.
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- 3) **Policy Analysis:** Resolution No. 23-81 states the Authority must declare property surplus to our needs prior to sale.
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- 4) **Background:** Staff is requesting the Authority declare the list of Information Systems, Facilities, and Inventory items attached in Exhibit A as surplus. These items are surplus to our needs and will be offered for direct purchase by other public agencies. Items not sold in this manner will either be properly disposed of or sold competitively through public auction to achieve the highest rate of return. The total value is estimated at \$7,671.
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- 5) **Alternatives:**
- A. Declare the items surplus. Staff determined there is no longer a need to retain these items.
 - B. Declare a portion of the items surplus.
 - C. Defer action. Storage availability on-site and off-site storage costs are an issue.
 - D. Retain all items. Storage availability and off-site storage costs are an issue.
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- 6) **Budget Notes:** Funds generated by the sale of surplus property are deposited in the Intercity Transit cash account.
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- 7) **Goal Reference:** Not specifically identified in the goals.
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- 8) **References:** Exhibit A - Surplus Property – July 2018.

EXHIBIT A
SURPLUS PROPERTY - JULY 2018

| INFORMATION SYSTEMS | | | | | |
|----------------------------|--|-------------------------------|------------|-----------------------|------------------------|
| ITEM | DESCRIPTION | MODEL # / SERIAL # | QTY | UNIT VALUE | TOTAL VALUE |
| 1 | Epson Flatbed Scanner | GT-1500 | 1 | \$5.00 | \$5.00 |
| 2 | Dell Latitude E5500 laptop (NO P/S) | HJK9BM1 | 1 | \$40.00 | \$40.00 |
| 3 | Mac Mini computer | C07R190DY3H | 1 | \$200.00 | \$200.00 |
| 4 | Dell Projector (color wheel starting to go out) | FQG24P1 | 1 | \$25.00 | \$25.00 |
| 5 | Canon PowerShot SD450 camera & case | 2223605277 | 1 | \$15.00 | \$15.00 |
| 6 | Fujifilm FinePix S4800 camera & case | 3UH99374 | 1 | \$60.00 | \$60.00 |
| 7 | OKI yellow drum/yellow, magenta, and cyan toners (lot) | n/a | 1 | \$40.00 | \$40.00 |
| 8 | Dell Optiplex 780 mini (NO Power Supply) | 3X3WGK1 | 1 | \$1.00 | \$1.00 |
| 9 | Dell Optiplex 780 tower | 33CZDQ1 | 1 | \$45.00 | \$45.00 |
| 10 | Dell Optiplex 780 tower | 33F0FQ1 | 1 | \$45.00 | \$45.00 |
| 11 | Dell Optiplex 780 tower | 33KXDQ1 | 1 | \$45.00 | \$45.00 |
| 12 | Dell Optiplex 780 tower | 33BZDQ1 | 1 | \$45.00 | \$45.00 |
| 13 | Dell Optiplex 780 tower | 33FYDQ1 | 1 | \$45.00 | \$45.00 |
| 14 | Dell Optiplex 780 tower | 33DYDQ1 | 1 | \$45.00 | \$45.00 |
| 15 | Dell Optiplex 780 tower | 33GYDQ1 | 1 | \$45.00 | \$45.00 |
| 16 | Dell Optiplex 780 tower | 33H0FQ1 | 1 | \$45.00 | \$45.00 |
| 17 | Dell Optiplex 790 tower | GM818V1 | 1 | \$65.00 | \$65.00 |
| 18 | Dell Optiplex 790 tower | GM4Z7V1 | 1 | \$65.00 | \$65.00 |
| 19 | Dell Optiplex 790 tower | GM638V1 | 1 | \$65.00 | \$65.00 |
| 20 | Dell Optiplex 9010 tower | J219SW1 | 1 | \$125.00 | \$125.00 |
| 21 | Dell Optiplex 780 mini | DKFSFK1 | 1 | \$15.00 | \$15.00 |
| 22 | Dell Optiplex 780 mini | 3X4FHK1 | 1 | \$15.00 | \$15.00 |
| 23 | Dell Optiplex 780 tower | 33JYDQ1 | 1 | \$45.00 | \$45.00 |
| 24 | Dell Optiplex 780 tower | 33HZDQ1 | 1 | \$45.00 | \$45.00 |
| 25 | Dell Optiplex 780 tower | 33HYDQ1 | 1 | \$45.00 | \$45.00 |
| 26 | Dell Optiplex 780 mini (parts only) | 3X4TGK1 | 1 | \$1.00 | \$1.00 |
| 27 | Dell Optiplex 780 tower | 3390FQ1 | 1 | \$45.00 | \$45.00 |
| 28 | Dell Optiplex 780 tower | 33KYDQ1 | 1 | \$45.00 | \$45.00 |
| 29 | Dell Optiplex 780 tower | 338ZDQ1 | 1 | \$45.00 | \$45.00 |
| 30 | Dell Optiplex 780 tower | 33GZDQ1 | 1 | \$45.00 | \$45.00 |
| 31 | Dell Optiplex 780 tower | 33FZDQ1 | 1 | \$45.00 | \$45.00 |
| 32 | Dell Optiplex 780 tower | 33J0FQ1 | 1 | \$45.00 | \$45.00 |
| 33 | Dell Optiplex 780 tower | 33DZDQ1 | 1 | \$45.00 | \$45.00 |
| 34 | Dell Optiplex 780 tower | 33D0FQ1 | 1 | \$45.00 | \$45.00 |
| 35 | Dell Optiplex 790 tower | GM6Y7V1 | 1 | \$65.00 | \$65.00 |
| 36 | Dell Optiplex 780 tower | 33G0FQ1 | 1 | \$45.00 | \$45.00 |
| 37 | 2 Boxes misc computer parts (mice, keyboards, etc.) (pair) | NA | 1 | \$35.00 | \$35.00 |

| INFORMATION SYSTEMS TOTAL | | | | | \$1,737.00 |
|---------------------------|---|--------------------|-----|------------|-------------------|
| FACILITIES | | | | | |
| ITEM | DESCRIPTION | MODEL # / SERIAL # | QTY | UNIT VALUE | TOTAL VALUE |
| 1 | 6' tall tan shelving units | NA | 2 | \$10.00 | \$20.00 |
| 2 | 4' tall gray cabinets | NA | 2 | \$10.00 | \$20.00 |
| 3 | 6' tall gray cabinet | NA | 1 | \$10.00 | \$10.00 |
| 4 | Wooden door | NA | 1 | \$10.00 | \$10.00 |
| 5 | 4-legged book stand | NA | 1 | \$5.00 | \$5.00 |
| 6 | Black computer cabinet 7' tall | NA | 1 | \$10.00 | \$10.00 |
| 7 | 120 gal plastic barrels | NA | 2 | \$30.00 | \$60.00 |
| 8 | Spools of wire | NA | 2 | \$5.00 | \$10.00 |
| 9 | Pieces of black ABS pipe | NA | 3 | \$5.00 | \$15.00 |
| 10 | Man snow plows | NA | 2 | \$10.00 | \$20.00 |
| 11 | Tire lifting dolly | NA | 1 | \$35.00 | \$35.00 |
| 12 | Window washing makeup tank | NA | 1 | \$100.00 | \$100.00 |
| 13 | 5' x 5' metal frame / expanded metal | NA | 1 | \$10.00 | \$10.00 |
| 14 | Green square plastic garbage can | NA | 6 | \$20.00 | \$120.00 |
| 15 | Glass partition corners | NA | 2 | \$10.00 | \$20.00 |
| 16 | 4" dust / exhaust tube 50' | NA | 1 | \$25.00 | \$25.00 |
| 17 | 8" dust / exhaust tube 25' | NA | 1 | \$25.00 | \$25.00 |
| 18 | Hand tool shovel | NA | 4 | \$5.00 | \$20.00 |
| 19 | Pole wash brush | NA | 1 | \$10.00 | \$10.00 |
| 20 | Grey garbage can lid | NA | 7 | \$2.00 | \$14.00 |
| 21 | Colorado canopy - white | NA | 1 | \$75.00 | \$75.00 |
| 22 | Green bus stop roof | NA | 1 | \$20.00 | \$20.00 |
| 23 | Stihl back blower | 264461376 | 1 | \$100.00 | \$100.00 |
| 24 | 150 gal poly tank | NA | 2 | \$75.00 | \$150.00 |
| 25 | Extendable pressure washer pole | NA | 1 | \$50.00 | \$50.00 |
| 26 | Poly tank | 110414124 | 1 | \$50.00 | \$50.00 |
| 27 | Deicer Trailer / Deicer spray unit | LS35508R | 1 | \$350.00 | \$350.00 |
| 28 | Multi-piece Hand Railing | NA | 2 | \$10.00 | \$20.00 |
| 29 | Rotary 4 post lift | SM180-1 | 1 | \$500.00 | \$500.00 |
| 30 | Old brown bus stop shelters | NA | 3 | \$50.00 | \$150.00 |
| FACILITIES TOTAL | | | | | \$2,024.00 |
| INVENTORY | | | | | |
| ITEM | DESCRIPTION | PART # | QTY | UNIT VALUE | TOTAL VALUE |
| 1 | Shock, Front, (Stiffer) 29 ft. Buses | 08-67835-000 | 4 | \$200.00 | \$800.00 |
| 2 | Shock, Front, Red Adjustable | 53-35882 | 4 | \$150.00 | \$600.00 |
| 3 | Controller, E Fan Module | 82-66834-000 | 5 | \$450.00 | \$2,250.00 |
| 4 | Spider Assy, RF Brake | 82-02138-000 | 2 | \$80.00 | \$160.00 |
| 5 | Retractor, Drivers Seat Belt | 19181648 | 1 | \$20.00 | \$20.00 |
| 6 | Cover, Drivers Seat Headrest, Baltic Blue | 9903-110111-053 | 1 | \$20.00 | \$20.00 |
| 7 | Seal End, Retarder Accum. | 29527010 | 2 | \$15.00 | \$30.00 |
| 8 | Handle Latch Assembly, Knapheide Tool Box | 26227868 | 1 | \$30.00 | \$30.00 |
| INVENTORY TOTAL | | | | | \$3,910.00 |

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|---------------------|------------|
| TOTAL SURPLUS VALUE | \$7,671.00 |
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INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-A
MEETING DATE: July 18, 2018

FOR: Intercity Transit Authority

FROM: Rob LaFontaine, Planning Manager, 705-5832

SUBJECT: Review Annual Update of the Transit Development Plan

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- 1) **The Issue:** Provide overview of the schedule, process and highlights of the 2017 Annual Report and the 2018-2023 Transit Development Plan (TDP).

 - 2) **Recommended Action:** Schedule a public hearing on August 15, 2018, on the 2017 Annual Report and the 2018-2023 Transit Development Plan.

 - 3) **Policy Analysis:** The State requires the local transit's governing body to conduct a public hearing each year on the annual Transit Development Plan. Authority policy also provides an opportunity for public comment prior to approval of this plan.

 - 4) **Background:** The State of Washington, under RCW Section 35.58.2795, requires each public transit system provide an annual status report and update of its Transit Development Plan (TDP). This requires the transit system to conduct a public hearing on the plan.

The update must include three elements:

- a) Description of the system from the previous year (a 2017 Summary);
- b) Description of planned changes, if any, to services and facilities (2018-2023); and
- c) Operating and capital financing elements for the previous year (2017), budgeted for current year (2018), and planned for five years (2019 - 2023).

This year's update continues the annual administrative process to fulfill state requirements. The annual update of Intercity Transit's "strategic plan," which more fully explores policy, service, capital projects and budget is reviewed and typically updated as part of the annual budget process, following the submittal of the annual TDP.

Staff is proposing a public hearing on the TDP on August 15, 2018, with a request for adoption by the Transit Authority on September 5, 2018. Staff will present an overview of the TDP process to the CAC on July 16.

5) **Alternatives:** N/A.

6) **Budget Notes:** This is currently covered under the 2018 Budget. The TDP simply reports on past and projected services and service levels. The development of next year's budget will be accomplished later in 2018, when discussions on the annual update of the agency's Strategic Plan takes place.

7) **Goal Reference:** **Goal #1:** *"Assess the transportation needs of our community throughout the Public Transportation Benefit Area."* **Goal #4:** *"Provide responsive transportation options within financial limitations."*

8) **References:** Process Timeline

2018 Timeline for TDP Process:

July 16, 2018: Present TDP update and schedule to CAC
July 18, 2018: Present TDP update and schedule to ITA
July 30, 2018: Draft published for public review
August 15, 2018: Conduct Public Hearing at ITA Meeting
September 5, 2018: Request to Adopt 2017 Summary and 2018-2023 TDP

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-B
MEETING DATE: July 18, 2018

FOR: Intercity Transit Authority
FROM: Rob LaFontaine, Planning Manager, 705-5832
Eric Phillips, Development Director, 705-5885
SUBJECT: September 23, 2018 Service Changes - Adoption

1) **The Issue:** Recommendation of adoption of a final service change package for implementation September 23, 2018, following an extensive system performance review, community outreach and adjustments based on customer concerns and suggestions.

2) **Recommended Action:** Adopt the staff recommended service change package, including any minor adjustments that may be necessary to fully implement the planned route and schedule changes, including minor modifications for Dial-A-Lift complementary paratransit services consistent with Intercity Transit policies; with an effective date of September 23, 2018.

3) **Policy Analysis:** Any time there are meaningful changes that would impact our riders, our goal is to provide opportunities to review proposed changes and allow the public to respond.

4) **Background:** The proposed service change public hearing was held Wednesday, May 23, 2018. The public comment period was later extended through June 30, 2018. Through review and consideration of approximately 150 written comments, several amendments to the proposed plan were incorporated into a revised proposal to the community. Staff needs final action by the Authority in order to execute the work necessary to publish revised schedules and make facility changes in time for the September 23, 2018, service change.

5) **Alternatives:**

A) Adopt the staff recommended service change package, including any minor adjustments that may be necessary to fully implement the planning route and schedule changes, including minor modifications for Dial-A-Lift complementary paratransit services consistent with Intercity Transit policies; with an effective date of September 23, 2018.

B) Delay the Service Change. Intercity Transit modifies its public schedule twice a year in September and in March. Delaying the service change would delay actions that would support on-time performance goals and other service objectives.

6) **Budget Notes:** The current recommendations would result in an increase in the annual number of planned service hours by about 5.5%. This is approximately 11,000 hours. The original estimate was 4-7%. The budget impact is anticipated to be neutral as unplanned service actuals are anticipated to decrease on an annualized basis with the planned schedule changes.

7) **Goal Reference:** **Goal #2:** *“Provide outstanding customer service.”* **Goal #5:** *“Align best practices and support agency activities and sustainable technologies.”* **Goal #7:** *“Build partnerships to address and jointly find solutions to the mobility needs and demands of our community.”*

8) **References:** N/A.

INTERCITY TRANSIT AUTHORITY
AGENDA ITEM NO. 6-C
MEETING DATE: July 18, 2018

FOR: Intercity Transit Authority
FROM: Ann Freeman-Manzanares
SUBJECT: Discuss Draft Resolution Language

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- 1) **The Issue:** Review draft resolution language.
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- 2) **Recommended Action:** For review and discussion.
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- 3) **Policy Analysis:** The authorizing state legislation, which allows Intercity Transit to submit a proposition to the voters, takes effect August 1, 2018. As such, a proposed resolution will be presented at the August 1, 2018, ITA meeting.
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- 4) **Background:** At the July 11, 2018, ITA meeting, the Authority approved a motion asking staff to develop a resolution for the November 2018 ballot for 4/10ths of one percent sales tax. This is an opportunity to discuss draft language in preparation for the August 1, 2018, ITA meeting.
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- 5) **Alternatives:** N/A.
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- 6) **Budget Notes:** Expenses related to a tax measure are not included in the 2018 budget.
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- 7) **Goal Reference:** **Goal #3:** *"Maintain and safe and secure operation system."* **Goal #4:** *"Provide responsive transportation options within financial limitations."* **Goal # 7:** *"Build partnerships to address and jointly find solutions to the mobility needs and demands in our community."*
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- 8) **References:** N/A.